

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary -June 1, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>Executive</b>					
4254	Gaming - Site: Tucson	Financial Analyst		5/26/2015	\$ 79,332.00
<b>General Support Services</b>					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
4043	Facility Management	Maintenance Technician	NEW	6/1/2015	\$ 12.25
4193	Human Resources	Records Information Systems Technician	CR	5/26/2015	\$ 19.11
<b>Justice Programs</b>					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
<b>Department of Health and Human Services</b>					
4256	Behavioral Health	Treatment Coordinator	NEW	6/1/2015	\$ 49,624.00
4258	Child Welfare	Case Manager	NEW	6/1/2015	\$ 48,414.00
4246	Child Welfare	Group Home Worker		5/11/2015	\$ 15.68
4252	Community Health	Nutrition Specialist	CL	5/18/2015	\$ 18.64
<b>Department of Education</b>					
4077	Early Childhood/Head Start Site: Santa Rosa	Cook	Re-Advertised	6/1/2015	\$ 11.66
4250	Recreation - Site: Sells	Maintenance Technician		5/18/2015	\$ 12.25
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
<b>Department of Natural Resources</b>					
4251	Cultural Center & Museum	Security Guard		5/18/2015	\$ 12.87
4215	Solid Waste Management	Accounting Specialist		5/26/2015	\$ 17.74
<b>Department of Planning and Economic Development</b>					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
<b>Department of Public Safety</b>					
4253	Law Enforcement	Cook, Senior		5/18/2015	\$ 14.20

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**

If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

#### Sells District – Tohono O'odham Nation

**Position: Business Manager**

Please contact the Sells District office at 520-383-2281 to apply.

#### Intermountain Centers for Human Development

**Position: Behavioral Health Case Manager**

**Position: Counselor II/Therapist - Site: Sells**

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4043**

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

**JOB ANNOUNCEMENT**

**JOB TITLE: MAINTENANCE TECHNICIAN**  
**SALARY: \$12.25 PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 1, 2015      CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** GSS/Facility Management

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

**SCOPE OF WORK:** To obtain the necessary funding to continue providing general building maintenance, custodial, grounds and manpower services for the Nation's Programs on a daily basis that will promote a safe and healthy environment for all visitor's and employees of the Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4256**

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**JOB ANNOUNCEMENT**

**JOB TITLE: TREATMENT COORDINATOR**

**SALARY: \$49,624.00, PLUS BENEFITS**

**OPENING DATE: June 1, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** Health & Human Services/Behavioral Health

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, coordinates treatment for clients with severe psychological disorders; providing counseling, case management and client support services according to established policies and procedures.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Counseling or Behavior Health and one year work experience in a clinical setting assessing and treating psychological disorders, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess an Arizona Board of Behavioral Health Examiners License in Behavioral Health.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4258**

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**JOB ANNOUNCEMENT**

**JOB TITLE: CASE MANAGER**  
**SALARY: \$48,414.00, PLUS BENEFITS**

**OPENING DATE: June 1, 2015**

**CLOSING DATE: Open Until Filled**

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**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** Health & Human Services/Child Welfare

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

**SCOPE OF WORK:** Provide child protection and family preservation to promote safe and stable families.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4077

**Re-Advertised**

## JOB ANNOUNCEMENT

JOB TITLE: **COOK**

SALARY: **\$11.66 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 1, 2015**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**  
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**

JOB LOCATION: **Santa Rosa, AZ**

**POSITION SUMMARY:** Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within three (3) months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**